

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

PHA Certifications of Compliance with PHA Plans and Related R e g u l a t i o n s

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Stillwater
PHA Name

OK146
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
L. Glen Redding, Jr.

Title Executive Director

Signature

Date March 16, 2012

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the City of Stillwater

OK146

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Matt Devlin
Title	Chairperson
Signature	Date 03/16/2012

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Stillwater Housing Authority

Program/Activity Receiving Federal Grant Funding

PH operations, Capital Funds, Section 8, FSS, Housing Counseling

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

L. Glen Redding, JR.

Title

Executive Director

Signature

Date

3/16/2012

X

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Stillwater Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operations, Capital Funds, Section 8, FSS, Housing Counseling

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

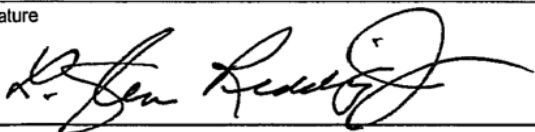
Name of Authorized Official

L. Glen Redding, JR.

Title

Executive Director

Signature



Date (mm/dd/yyyy)

03/16/2012

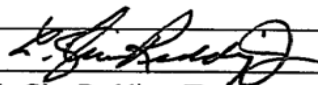
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application b. initial award c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing b. material change For Material Change Only: year <u>2011</u> quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Dept. of Housing & Urban Development			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: <u>L. Glen Redding, JR.</u> Title: <u>Executive Director</u> Telephone No.: <u>405-372-4906</u> Date: <u>3/16/2012</u>		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		



STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

Resident Advisory Board List of Members

Elnora Shinault
621 E. 14th
Stillwater, OK 74074

Scattered Site Resident

Marthel Petties
2903 N. Perkins Rd. G-108
Stillwater, OK 74075

Section 8 Resident

Arnez Williams
522 E. Liberty
Stillwater, OK 74075

Section 8/FSS Resident

Kay Adams
807 S. Lowry #103
Stillwater, OK 74074

Roxie Weber Resident

Delois Jennings
807 S. Lowry #115
Stillwater, OK 74074

Roxie Weber Resident



STILLWATER HOUSING AUTHORITY

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AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting

November 21, 2011

3:30 PM

807 S. Lowry- Kay Stewart Board Room

Call Meeting to Order:

I. Roll Call:

II. General Orders:

A. Section 8 Update

- Fair Market Rents
- Payment Standard
- SEMAP

B. Public Housing Update

- Flat Rents
- Bed Bug Procedures

C. Capital Funds Update

- New Lock System

D. Grant Application Update

- HCV Family Self-Sufficiency Grant

III. Report from Committee Members

A. Comments

IV. Public Comment

V. Adjourn



STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

Resident Advisory Board
Committee Meeting November 21, 2011
Stillwater Housing Authority
3:30pm
807 S. Lowry, Kay Stewart Board Room

Members Present: Elnora Shinault & Kay Adams

Staff Present: Matt Mills, Jeff Southwick, Tony Kaiser, Lareeca Jordan & Toni Broyles

Guests Present: None

Approval of Minutes: Approved

General Orders:

- Matt Mills brought the meeting to order at 3:37pm.
- Toni Broyles took roll call.

Section 8 Update:

- Jeff Southwick explained the new Section 8 Fair Market Rents (FMR) and gave a chart of the new Payment Standard. The Stillwater Housing Authority opted to raise the payment standard to 110% of the FMR in order to stay competitive with the rental market in Stillwater. The housing authority will be petitioning HUD to be allowed to increase the payment standard to 120% of the FMR for certain exception rent areas.
- Jeff Southwick also reported that the SEMAP score has been submitted. The Section 8 program has continued to be a high performer.

Public Housing Update:

- Matt Mills reported that the flat rents were raised but due to the FMRs decreasing the board decided to revert to the previous year flat rents.

handout was provided to the members. A brochure was mailed to the scattered site residents and was handed out to the residents at Roxie Weber.

Capital Fund Update:

- Matt Mills reported that the lock system was being updated to the InstaKey system. The keys in this system cannot be reproduced. The keys can only be received from the InstaKey company.
- Matt Mills reported that the REAC inspections will be conducted on December 12, 2011.

Grant Update:

- Lareeca Jordan reported that we did receive the 2011 FSS grant. This provides for the Family Self-Sufficiency salary and fringe benefits.

Comments from Committee Members:

- None

Public Comment:

- None

Adjourn: 4:00

11/21/2011

RAB Meeting

3:37 pm

Members Present: Elnora Shinault, Kay Adams

Staff Present: Matt Mills, Jeff Southwick,
Toni Broyles, Tony Kpaiser, Lareeca
Jordan

II A. FMR: Jeff explained, gave Chart
Payment Standard: 110% of FMR
Petitioning HUD to go to 120% of
FMR in an Exception Rent area
SEMAP: just submitted - always
been a high performer

B. Flat Rents: were raised but due to
FMR's decreased the board
decided to Revert to the previous
flat rent

Bed Bug Procedure: see handout - mailed
to each scattered sites & handed
out to RW Residents

C. Capitol Funds: updating our lock
system (InstaKey) can't be
reproduced - can only be gotten
through the company

Dec 12 REAC Insp.

D. HCN FSS Grant :
Did Receive 2011 Grant

III. No Comment

IV. No public comment

V. Adjourned 4:00pm

Bring Cookies next meeting

STILLWATER HOUSING AUTHORITY

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AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting

November 21, 2011

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IV. Public Comment

V. Adjourn

Bedroom Size	0 bedroom	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
Previous SHA Payment Standard Effective Date 10/1/2010 – 9/30/2011	\$493	\$565	\$706	\$980	\$1,029
New Fair Market Rent for Payne County Effective Date 10/1/2011 – 9/30/2012	\$420	\$481	\$590	\$835	\$860
Difference	(\$73)	(\$84)	(\$116)	(\$145)	(\$169)
New SHA Payment Standard at 110% of FMR Effective Date 10/1/2011 – 9/30/2012	\$462	\$529	\$649	\$919	\$946
Difference	(\$31)	(\$36)	(\$57)	(\$61)	(\$83)

Current Utility Allowance for All Electric SFD House \$ 178.00 \$ 217.00 \$ 250.00 \$ 292.00

Base Affordable Rent \$351.00 \$432.00 \$669.00 \$654.00



STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

Resolution # 462-2011

PUBLIC HOUSING FLAT RENTS

Current Flat Rents

Roxie Weber Plaza	\$400
Scattered Sites (1 Bedroom)	\$400
Scattered Sites (2 Bedroom)	\$490
Scattered Sites (3 Bedroom)	\$700
Scattered Sites (4 Bedroom)	\$725

Effective January 1, 2012

Dated this, the 9th day of November, 2011

Secretary

Chair

*This Resolution replaces Resolution #451-2011 signed February 13, 2011

Stillwater Housing Authority

Bed Bug Infestation

PROCEDURAL GUIDELINES

1. All complaints of suspected bed bugs, with in SHA units, MUST BE communicated to the SHA office at 807 S. Lowry, (405)372-4906.
2. A single work request will be generated immediately by the SHA staff instructing the Pest Control contractor to "inspect, confirm and treat as required."
3. The Pest Control contractor or SHA staff will contact the resident of occupied units and arrange for a thorough inspection & confirmation. Residents refusing to cooperate with the Pest Control contractor during the process, will be referred to the SHA staff for appropriate action .
 - a. If positive identification is made; the pest control contractor will discuss with the resident his/her responsibility in the treatment process and review the checklist with them.
 - b. The pest control staff will schedule a time for treatment. The treatment process is not optional and will begin with a residual spray and end with thermal remediation.
4. The treatment process will basically conform to the following:
 - a. The resident shall prepare for the treatment process by following the instruction/checklist exactly.
 - b. A heating source shall be used and monitored until the coolest area within the unit reaches 120 degrees Fahrenheit and is maintained for a period of 20 minutes up to 4 hours.
 - c. For units receiving treatment for the first time; a residual chemical will be applied around the trim. Additionally all electrical, cable/data cover plates shall be removed and a powdered chemical generously applied to the exposed areas.
 - d. After the heat treatment is completed, the flooring (carpet/tile) shall be vacuumed and cleaned before allowing the resident to return to the unit with their clothing, linens, and other belongings.
5. Follow-up procedures shall be conducted as follows:
 - a. Monitoring devices shall be installed by Pest Control staff after the treatment process is complete. The resident will be instructed as to how it works and what to look for.
 - b. The monitoring device will remain for approximately three weeks. If live bed bugs are detected during that time, the entire process will be repeated except for the removal of electrical cover plates.
 - c. SHA staff or Pest Control contractor should check the unit to insure that bed bugs have not returned. The Pest Control staff will remove the monitoring device approximately three weeks post treatment.

Resident Checklist

Preparation - If a resident is unprepared for treatment, there may be a charge of \$250.00 applied to their account and treatment will be rescheduled.

1. Items that must be removed from areas being treated:

- Pets (including fish in aquariums)
- Plants
- Fresh food (fruit, vegetables, etc.)
- Foods that melt (chocolate, candy, etc.)
- Prescription and over the counter medications
- Make-up & lipstick
- Wax based items (candles, wax figurines and fruit)
- Anything pressurized (spray cans, fire extinguishers, oxygen bottles, etc.)
- Flammables (lighters, lamp fuel, alcohol, solvents, etc.)
- Wooden and stringed musical instruments (leave in cases)
- Heirlooms and irreplaceable items should be inspected and a determination made as to whether they should be treated
- Photos, oil paintings, CD's, DVD's, VHS (items must be wiped down and cleaned before returning to unit)

2. Clothing & Fabric Items

Bed bugs will seek shelter on and within clothing. Clothes stored in drawers and on shelves provide cool spots in which bed bugs can hide during treatment. It is best if all clothing is treated in a dryer on high heat for not less than 30 minutes and sealed in a plastic bag until after treatment. Therefore you will need to:

- Remove all clothing items from drawers, shelves, storage containers, and place them in special baskets and on racks per instructions from pest control personnel (baskets & racks will be provided for this purpose).
- Clear the closet floor of shoes, bags, and misc. items, as these too can harbor bed bugs and inhibit hot air-flow to the corners & edges within the closet space.
- During the treatment process, pest control personnel will be shifting the clothing items around and fluffing them up to insure that heat is being evenly applied and to eliminate any cool spots in the material in which bed bugs can find refuge from the heat.
- Remove linens & blankets from your bed(s) and leave loose on top of your bed. Your mattress will be stood on end to effectively even-heat it. A cover may be placed on mattresses and charged to the tenant in certain situations.
- Remove all towels and large linen items from shelves and place loosely in laundry baskets

- To avoid reintroducing bed bugs, any clothing or fabric items removed from the space prior to thermal remediation MUST be treated before being returned to the treated areas.

3. Electronics

Televisions, computers, video players stereos, etc. are hiding places for bed bugs. Do not remove electronics from areas being treated.

- Switch all electronic appliances to the off position.
- Disconnect from power source by unplugging from the wall outlet.

4. Prepare any other items for treatment per instructions from the Pest Control personnel.

What kinds of methods can I use to prevent bed bug infestations?

Although even the cleanest homes and hotels can have bed bugs, regular house cleaning, including vacuuming your mattress, can help to prevent an infestation. Clean up clutter to help reduce the number of places bed bugs can hide.

Be careful when buying used furniture or clothes. Make sure to inspect the used item, and feel free to ask the retailer if the items were checked for bed bugs.

Use caution when bringing home used furniture or clothes from the curb side or garage sale. These items may be infested with bed bugs.

Bed Bugs are known as “hitchhikers”, so if you know of someone who has bed bugs encourage them to receive help from a professional pest control person, so they or you do not bring bed bugs into your unit.

When travelling take the following precautions to prevent bed bugs:

- Inspect the room and furniture: inspect all cracks and crevices of the mattress and box spring, and look for blood spots or live insects. Request a different room if you find evidence of bed bugs.
- Protect your luggage: keep all belongings in your luggage and wrap your luggage in plastic to help prevent bed bugs from entering your luggage. Keep luggage on the shelf or away from the floor.
- Protect the bed: move the bed away from the wall, tuck in all bed sheets and keep blankets from touching the floor.
- Upon returning home: keep your luggage in an isolated area of your home, such as the garage. Inspect the luggage. Wash all your clothes in the hottest water possible and put them in a hot dryer for 20 minutes.

ACKNOWLEDGEMENT

I ACKNOWLEDGE that I have received a copy of the *Stillwater Housing Authority Bed Bug Policy and Procedure Guidelines and Resident Checklist* regarding the infestation and treatment of bedbugs in my unit.

I AGREE to fully cooperate in the treatment process and understand that certain penalties may be applied if I default in my responsibilities during the process.

I ACKNOWLEDGE that the Stillwater Housing Authority will cover treatment costs (except for certain situations) for an initial infestation. Treatment caused by resident recontamination of the unit may be charged to the resident at current professional rates.

DATE OF TREATMENT: _____

Resident: _____

Date: _____

Consultant: _____

Date: _____



INSTAKEY SECURITY SYSTEM OVERVIEW

InstaKey Security Systems is the manufacturer of a comprehensive KeyControl™ Solution that fulfills the keyed access needs of Housing Agencies while reducing overall program costs.

InstaKey's KeyControl™ Solution combines:

- The elimination of cylinder/core changes and after hour internal or external lock maintenance service requirements by utilizing rekeyable lock cylinders
- The security of control over the issuance of keys by supplying patent restricted keyways
- The ability to track keys to the personnel they are issued to for incident or audit requirements by offering on-line software

By centralizing your Agency's hardware, personnel, and keying data in the on-line software program, InstaKey Security System's KeyControl™ Solution provides the answers to keyed access concerns right when you need them.

Enclosed you will find InstaKey's Features and Benefits, references and Case Studies.

FEATURES & BENEFITS

InstaKey KeyControl™ Solution Benefits

The InstaKey solution is designed to allow Public Housing Clients to rekey their housing, apartment, or facility locations quickly and efficiently – and just as importantly, to gain complete control over their keyed access program. Housing Agencies can accomplish this by utilizing InstaKey's:

- **Rekeyable Cylinders** – with a quick 180-degree turn of a key, the InstaKey cylinder can be rekeyed without the normal expense associated with a maintenance visit or the cost of a Locksmith subcontracted to re-pin or swap cores.
- **Serialized Keys** – Each key is marked with a unique serial number. This number is logged into the InstaKey database upon shipment, which gives the Agency the ability to assign a specific key to a location and/or user. Printed Key Receipts can be generated by the database for physical record of the assignment of key holder information. This functionality can be performed at any computer with access to the web, with an unlimited number of logins with varying levels of access possible.
- **Restricted Keys** – Housing Clients do not have to worry about additional keys being made without their knowledge. Only the Agency or InstaKey can cut a key. Each key must be entered into the database and assigned to a location before an order for a key can be completed.
- **On Line Database** – InstaKey's password protected on line database allows customers to log in and run reports such as,
 - **What step the locks for a location is on**
 - **Which locations within the Agency are converted to InstaKey**
 - **Key assignment reports to show who has what keys, and to what locations**
 - **Historical Active/In-Active key report**

By taking advantage of InstaKey's KeyControl™ Solution, Housing Clients will reduce their costs for lock changes with InstaKey's rekeyable cores. The InstaKey KeyControl™ Solution can also enable Agencies to reduce the number of times housing units and facilities need to be rekeyed with the use of restricted keys, and the ability to account for all the location keys with InstaKey's patented key tracking software.

FEATURES & BENEFITS (cont.)

- ✓ Rapid, cost saving lock changes resulting from housing or apartment turnover.
- ✓ Ability to change Master System without the need to remove locks and re-issue keys to all tenants and Agency personnel.
- ✓ Restricted keys eliminate unauthorized key duplication and increase Property keyed security.
- ✓ Serialized keys allow tracking of keys to tenants or Agency personnel.
- ✓ Restricted and serialized keys enable Agencies to track the return of keys, and reduce costs further when keys are returned, and lock changes become unnecessary.
- ✓ Online key tracking database enables Agencies to always know at a minimum what door or doors any key opens.
- ✓ Program reporting functionality provides audit reports, monthly rekey reports, key compliance reports to track locations, key logs, and even ROI tracking.
- ✓ InstaKey hardware provides the ability to retrofit into other small format interchangeable core products.
- ✓ 7 or 6 pin cylinder, which provides a more secure system allowing more code availability thus eliminating locations operating with the same keys.

Security Points to Consider

- ❑ InstaKey provides the ability for immediate rekeying on-site by non-technical Agency personnel and the ability to know that the rekey has taken place and to track it.
 - ✓ With keys being a front line Security defense, what is the impact on overall security if locations have not been rekeyed?
 - ✓ Do you currently know when a rekey has taken place?
 - ✓ What is the potential impact on the safety and security of Agency tenants or personnel?
- ❑ InstaKey provides **restricted, individually serialized** keys that control duplication without authorization and can be tracked in the online database.
 - ✓ What are the risks associated if you do not know how many keys are issued and who has them?
- ❑ InstaKey provides an online Location Audit Worksheet that provides real time data of current keys, current step on rekey, and cores, which can be disseminated by property, facility, or unit door.
 - ✓ Are you currently able to get this data?
 - ✓ Can you access it at any time?
 - ✓ Is there a simple way for you to quickly access and disseminate this information?
- ❑ InstaKey provides the immediate ability to rekey a Master system. With InstaKey, the Master level can be rekeyed without affecting the subordinate location or door levels. Replacement Master keys can also be provided overnight if urgency is needed.
 - ✓ How much would it cost you to rekey your current system if your Master level was compromised?
 - ✓ What if you could change a Master level for the cost of a new Master keys, and without having to re-pin all the locks, and re-issue all non-Master keys within the system?

STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting

November 21, 2011

3:30 PM

807 S. Lowry- Kay Stewart Board Room

Call Meeting to Order:

I. Roll Call:

II. General Orders:

A. Section 8 Update

- Fair Market Rents
- Payment Standard
- SEMAP

B. Public Housing Update

- Flat Rents
- Bed Bug Procedures

C. Capital Funds Update

- New Lock System

D. Grant Application Update

- HCV Family Self-Sufficiency Grant

III. Report from Committee Members

A. Comments

IV. Public Comment

V. Adjourn



STILLWATER HOUSING AUTHORITY

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AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting

July 21, 2011

3:30 PM

807 S. Lowry- Kay Stewart Board Room

Call Meeting to Order:

I. Roll Call:

II. General Orders:

A. Section 8 Update

-Income Limits

B. Public Housing Update

-New PHAS System

-Possible Operating Reserves Recapture

-Risk Management

C. Capital Funds Update

-CFP 2009 Modernization Project Update

- 2011 Capital Fund Grant

D. Grant Application Update

HCV Family Self-Sufficiency Grant

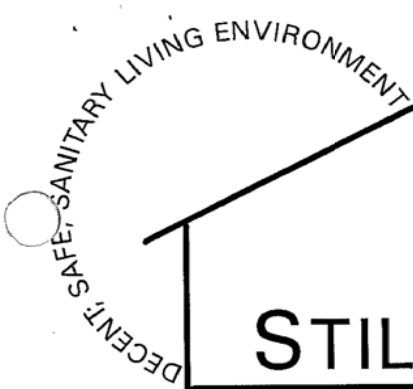
Housing Counseling Grant

III. Report from Committee Members

A. Comments

IV. Public Comment

V. Adjourn



STILLWATER HOUSING AUTHORITY

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Resident Advisory Board

Committee Meeting July 21, 2011

Stillwater Housing Authority

3:30pm

807 S. Lowry, Kay Stewart Board Room

Members Present: Elnora Shinault & Catherine Smith

Staff Present: Matt Mills, Jeff Southwick, Tony Kaiser, Lareeca Jordan & Toni Broyles

Guests Present: None

Approval of Minutes: Approved

General Orders:

- Matt Mills brought the meeting to order at 3:32pm.
- Toni Broyles took roll call.

Section 8 Update:

- Jeff Southwick explained the new Section 8 income guidelines for 2011. The income guidelines increase once a year and there was not much of an increase.
- Jeff Southwick also reported that the waiting list is beginning to move a little faster, but is still a two-year wait.

Public Housing Update:

- Matt Mills reported on the PHAS System: The new scoring system will not be by self-certification. Information will come from the auditors and inspectors. The system will be managed more like the private sector.
- Matt Mills reported on the Operating Reserve Recapture: The federal government will possibly recapture \$1billion from the PH reserve. If this occurs we could lose money from our reserves. We won't get funding and have to use our reserves.

- Matt Mills reported that the Risk Management study is being conducted yearly. There will be meetings with staff and tenants. Tips for risk management will be provided in the monthly newsletter. Matt handed out a brochure as well.

Capital Fund Update:

- Matt Mills reported on the work in progress: 18 units received vinyl siding – 16 garage doors are being installed – 58 smoke detectors are being installed – and 37 cabinet and counters are being replaced.
- Matt Mills reported that the Capitol funds grant was received in the amount of \$165,956.00
- Matt Mills reported that there have not been any major changes. A handout was provided to the members.
- Matt Mills reported that the bed bugs have been under control. From November of 2010 to present there had not been any report of bed bugs. Only one unit had been treated at Roxie Weber and one unit at the scattered sites.

Grant Update:

- Lareeca Jordan reported that we did receive the 2011 FSS grant. This provides for the Family Self-Sufficiency salary and fringe benefits.
- Toni Broyles reported that we did receive the Housing Counseling Grant but returned the funds due to the extensive paperwork that has become involved. A grant will not be completed for the 2012 year.

Comments from Committee Members:

- Catherine Smith wanted everyone to know that she had paperwork for help with getting eye glasses or dental work.
- Elnora Shinault reported that the contractors are not putting up the towel rack and toilet paper holder when they come in to finish the cabinet project. She also reported to not having any hot water. The vent over the stove does not work. The new cabinets are nice.

Public Comment:

- None

Adjourn: 4:00

RAB Meeting

July 21, 2011

3:30 pm

3:32 pm

Members: Cathy, Elnora Shinault

Staff: Tony Kaiser, Matt Mills, Jeff Southwick
Toni Brayles, Lareeca Jordan

I Matt Mills called the mtg to order

The ED wants the RAB to meet quarterly

I A Jeff Southwick explained the new
income limits for 2011 - not much of
a change

Waiting list is beginning to move a
little faster - still a 2 yr wait list

B PHAS System: new scoring system will
not be self-certification - info
will come from auditors & inspectors
- manage more like the private sector

Operating Reserve Recapture - possible
Recapture \$1 billion from PH Reserve
if this occurs we could lose money
from our reserves - won't get
funding & will have to use our
reserves

Risk Mgmt Study is conducted yearly -
meeting w/ staff & tenants
tips in newsletters

See handout enclosed

C. Capitol Funds - what we have been
working on
18 vinyl siding
16 garage doors
58 smoke alarms
37 cabinet & counter

Capitol Funds - grant received \$ 165,956

no major changes
update costs on budget

See handout enclosed

Bed bugs have been under control -
Nov '10 to last week no report
of bed bugs
1 - Roxie
1 - Scattered

D FSS Grant : Received 2011 grant
applied for 2012 grant

Housing Counseling : Returned 2011 fund
did not apply 2012

III

Cathy has paper work if you need
help getting glass & dental work

Elnora - did not put up towel Rack
OR toilet paper holder

no hot water in bathroom

Vent over oven still hasn't been
put up

Cabinets are good (nice)

adjourned 4:00pm

STILLWATER HOUSING AUTHORITY

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July 21, 2011

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D. Grant Application Update

HCV Family Self-Sufficiency Grant

Housing Counseling Grant

III. Report from Committee Members

A. Comments

IV. Public Comment

V. Adjourn



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

Special Attention of:
Public Housing Agencies
Public Housing Hub Office Directors
Public Housing Program Center Directors
Regional Directors
Field Office Directors
Resident Management Corporations

Notice PIH 2011- 13 (HA)

Issued: February 22, 2011

Expires: February 22, 2012

Cross Reference: 24 CFR Parts 901,
902, and 907

Subject: Implementation of the Public Housing Assessment System (PHAS) Interim Rule

1. Purpose

This notice provides public housing agencies (PHAs) with instructions for the implementation of the PHAS Interim Rule, which will be published February 23, 2011.

2. Background

The Public Housing Operating Fund Rule published September 19, 2005, requires PHAs to implement asset management.

The Public Housing Assessment System Interim Rule aligns PHAS with the asset management model by providing project level performance information where possible.

A copy of the Interim Rule is posted at:

<http://www.hud.gov/offices/pih/publications/fedreg/5094-i-02.pdf>

3. Effective Date of the Interim Rule

The Interim Rule will be effective 30 days from the date the rule is published in the Federal Register.

4. Scoring for PHAs with Fiscal Year (FYE) Ending December 31, 2010

PHAs with FYE December 31, 2010 will be scored in accordance with existing Transition Year Two Extended guidance. PHAs will be required to submit their management operations certification, unless they submit a waiver request within 30 days of the publication of this notice.



CASTERLINE ASSOCIATE'S ADVANCED PHA BUDGETING,
ACCOUNTING & FINANCIAL REPORTING....

PUBLIC HOUSING ASSESSMENT SYSTEM INTERIM RULE

Casterline Associates PC
www.casterline.net
(800) 337-5088

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1



Old Vs. Interim Indicators



Old PHAS	Interim PHAS
1. Physical	1. Physical
2. Financial	2. Financial
3. Management Operations	3. Management Operations
4. Resident Service and Satisfaction	4. Capital Fund

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2

THE URLAUB ACCOUNTING NEWSLETTER

2011 Operating Fund Submissions

We are busy completing the 2011 Operating Fund calculations for our fee accounting clients and would like to update you on what needs to be done with the subsidy forms once we have completed them. The four forms that need to be completed and submitted to HUD are HUD form 52722, HUD form 52723, HUD form 50071 and SF 424. We will complete all of these forms for you.

When we complete your Operating Fund forms, we will email the forms along with your utility consumption worksheet to you. You will need to print off the HUD form 50071 and SF 424 and sign and date these

forms. Then you can either scan and email these forms along with the HUD form 52722, HUD form 52723 and utility consumption worksheet to your local HUD field office, or you can fax the two signed forms and email the remaining three forms.

The deadline for submission of your Operating Fund forms to HUD is July 22, 2011. Our office is working as fast as we can to get your forms to you in a timely manner. There are some things you can do to help us out: 1) If we call or email you with a question, please try to get the requested information to us as quickly as possible since we will be putting your forms on hold until we can get the needed

answers. 2) If you are a new client this year and we have not processed your Operating Fund calculations in the past, we will need your utility calculation form located in SAGIS from the 2010 funding year. This has your utility rolling base which is needed for HUD form 52722. If you do not know how to find this form, call our office and we can walk you through it. 3) Review the forms that we email to you to make sure there are no obvious mistakes. If you think we have made an error, call our office as soon as possible so we can look into it.

If you have any question, please call us.

Maria Urlaub

2012 Budget

As budget cuts loom on the horizon for the Operating Fund, many PHAs will be forced into making several difficult decisions. HUD has published several notices and electronic files that provide us a general understanding of the potential budget cuts for the calendar year 2012. As with any funding decision, additional changes can be and should be anticipated. Due to the Federal budget deficit, funding for operating subsidy will be reduced by approximately \$1 billion dollars. This type of cut is unprecedented for PHAs. The proposed rule is to allow larger PHAs to retain four months of reserve, while smaller PHAs will be allowed to retain six months of reserves. HUD has published

an Excel spreadsheet that is available on our website. The spreadsheet allows a PHA to review its operating reserve balances by punching in their PHA code. The year ends used to calculate these balances were December 31 of 2009 thru September 30, 2010. This is consistent with the data released in the Public Housing Operating Fund 2012 Summary Statement and Initiatives. To be clear, this means that it is **TOO LATE** to spend down your reserves as the amount of reserves have already been determined. What's next? We need to determine the amount of reserves that are at risk and project the budget reflecting these possible cuts. We have prepared an excel spreadsheet

that will aid in the calculation that is also available on our website. Only from seeing and missing the potholes in the road can we adequately plan for the future. This may require some larger budget items to be placed on hold or revising our annual plan. What is still in question is "what happens to a PHA that has more excess reserves than total subsidy calculated?" A few PHAs have a large amount of reserves that may result in no funding or even a potential required recapture of funds from the PHA. As more information comes to light, we will let you know. If you should have any questions, don't hesitate to call us.

Ronald Urlaub

Inside this issue:

2011 Operating Fund Submissions	1
2012 Budget	1
Special Use Vouchers Procedures	2
Software Corner	2

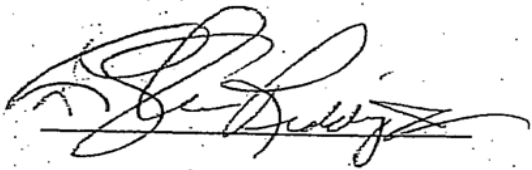


Resolution #443-2010

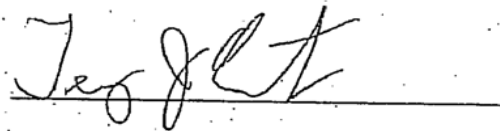
Risk Management & Safety Policy

The Stillwater Housing Authority shall provide risk management for the safety and well being of the residents and employees of the public housing authority. Proper procedures have been established through the use of risk management techniques to ensure that the highest level of safety is provided for all. It is the intention of the SHA to abide by all applicable laws and regulations which govern the health and safety of the residents and employees. Safety is the responsibility of all levels of the Authority. We shall make all efforts feasible to ensure that the optimal level of safety is provided for all. The SHA has adopted this policy and accepted this guideline for implementing safety into all aspects of the Stillwater Housing Authority. Through the administration of this "Risk and Safety" policy with the cooperation of the residents and employees, the Stillwater Housing Authority will make risk management a priority in all safety efforts.

Adopted this the 13th day of October 2010.



Secretary



Chairman

STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

2009 CFP Modernization Project Update as of July 21, 2011

Contractor: Jarco Construction

Vinyl Siding – Completed, Awaiting Punch List

Garage Doors- Completed, Awaiting Punch List

Smoke Alarms- Completed, Awaiting Punch List

Cabinets/Counters- In Process of finishing units

Total Project should be completed and all funds
awarded by September 1, 2011

**Capital Fund Program
(CFP) Amendment**

To The Consolidated Annual Contributions
Contract (form HUD-53012)

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Whereas, (Public Housing Authority) Housing Authority of the City of Stillwater (OK146) (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Numbers(s) FW-3315 dated 9/12/1980

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 165,956.00 for Fiscal Year 2011 to be referred to under Capital Fund Grant Number OK56P14650111

PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

☒ a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).
OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

☐ b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.
OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

The parties have executed this Agreement, and it will be effective on 8/3/2011. This is the date on which CFP assistance becomes available to the PHA for obligation.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : ☐ Yes ☒ No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

U.S. Department of Housing and Urban Development
By _____ Date: _____

Title _____

PHA Executive Director

By [Signature]

Date: 7/14/2011

Title Executive Director

STILLWATER HOUSING AUTHORITY

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AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting

July 21, 2011

3:30 PM

807 S. Lowry- Kay Stewart Board Room

Call Meeting to Order:

I. Roll Call:

II. General Orders:

A. Section 8 Update

-Income Limits

B. Public Housing Update

-New PHAS System

-Possible Operating Reserves Recapture

-Risk Management

C. Capital Funds Update

-CFP 2009 Modernization Project Update

- 2011 Capital Fund Grant

D. Grant Application Update

HCV Family Self-Sufficiency Grant

Housing Counseling Grant

III. Report from Committee Members

A. Comments

IV. Public Comment

V. Adjourn

FY 2011 Income Limits Documentation System

FY 2011 Income Limits Summary

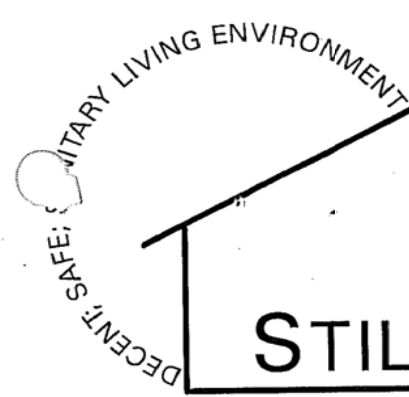
Payne County, Oklahoma										
FY 2011 Income Limit Area	<u>Median Income</u>	FY 2011 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Payne County	\$56,500	<u>Very Low (50%) Income Limits</u>	\$19,800	\$22,600	\$25,450	\$28,250	\$30,550	\$32,800	\$35,050	\$37,300
		<u>Extremely Low (30%) Income Limits</u>	\$11,900	\$13,600	\$15,300	\$16,950	\$18,350	\$19,700	\$21,050	\$22,400
		<u>Low (80%) Income Limits</u>	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450	\$56,050	\$59,700

Income Limit areas are based on FY 2011 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2011 Fair Market Rent documentation system.

Select a different county or county equivalent:

- Payne County**
- Pittsburg County
- Pontotoc County
- Pottawatomie County
- Pushmataha County
- Roger Mills County

Select county or county equivalent



STILLWATER HOUSING AUTHORITY

807 S. Lowry • Stillwater, OK 74074-4742 • (405) 372-4906 • Fax (405) 372-1416

Resident Advisory Board

Committee Meeting April 12, 2012

Stillwater Housing Authority

3:30pm

807 S. Lowry, Kay Stewart Board Room

Members Present: Elnora Shinault & Kay Adams

Staff Present: Matt Mills, Jeff Southwick, Tony Kaiser, Lareeca Jordan & Toni Broyles
Glen Redding, Jr. welcomed the board

Guests Present: Shirley Satterfield

Approval of Minutes: Approved

General Orders:

- Matt Mills brought the meeting to order at 3:41pm.
- Toni Broyles took roll call.

Section 8 Update:

- Jeff Southwick reported that the office is exploring the option of going to direct deposit for all the Section 8 landlord checks. We have 656 vouchers and send out over 200 checks to landlords each month so by going to direct deposit the housing authority will be saving money and time each month.
- Jeff Southwick reported that the office is also exploring the idea of sending the utility reimbursement checks directly to the utility company instead of to the tenant.
- Shirley Satterfield asked if there was a way for the utility company to reduce the deposit for utilities since the utility reimbursement check would be going directly to the company. Jeff explained that it would probably not matter. The utility deposit can be lowered if the applicant has good credit.

Public Housing Update:

- Matt Mills reported that the new lock system installation is going well. The cost of the new system was \$45,000. The 002 project was completed last week. Roxie Weber will begin next week. A handout was provided showing how the keys are assigned.
- Elnora Shinault reported that she did not like the new locks because the back door did not have a key so she could not enter the back door. Other than that she liked the new locks fine because she could not lock herself out of her home.
- Shirley Satterfield wanted to know if the new locks would cover where the old locks were at so the door would still look nice. Matt reported that it should.

Capital Fund Update:

- Matt Mills reported that the main project for the upcoming year will be the replacement of the fire alarm panel. Another item on the agenda to be repaired will be the radiator for the generator.
- Kay Adams expressed that Sudden Link told her that the cable wiring for cable TV was bad in Roxie Weber and needed to be replaced. Matt said the housing authority would look into this since Sudden Link did not say anything to him about a problem.
- Shirley Saterfield wanted to know if the exterminator could come to Roxie Weber once a month to spray. Matt informed her that this was not addressed in the capitol funds since it a routine maintenance item.
- Shirley Saterfield wanted to commend the housing authority on listening to the tenants about needing handicap showers. Matt informed the group that handicap showers are being installed in all first floor apartments at Roxie Weber.
- Shirley Saterfield wanted to know if there was capitol fund money that could be spent for a social director for Roxie Weber. Matt informed her that capitol funds could not be used for salaries.
- Shirley Saterfield wanted to know why the resident gave up running the laundry. Matt informed her that it was the residents' choice. They did not want the responsibility.
- Shirley Saterfield wanted to know the policy on setting up seminars for the residents at Roxie Weber. Matt told her she could do that, but it needed to be coordinated with the office.
- Shirley Saterfield suggested that the housing authority rent out the empty office space to generate money to sponsor events for Roxie Weber. Matt told her he would take that under advisement.

Grant Update:

- Lareeca Jordan reported that we did receive the 2011 FSS grant. The 2012 grant is due April 24, 2012 and is currently being worked on.

Comments from Committee Members:

- Kay Adams would like the housing authority to purchase a van to transport the resident to and from Walmart. Matt informed her that there was not any funding for a van driver in the budget. Matt also informed her that it is only \$.25 to ride the bus each way to Walmart. Kay did not realize this.
- Shirley Saterfield donated water and cookies to be kept in the basement for the residents' use during a tornado.

Public Comment:

- None

Adjourn: 4:45

RAB Meeting

4/12/2012

3:41 pm

Members Present: Elnora Shilault, Kay Adams
Shirley Satterfield

Staff Present: Matt, Jeff, Toni, Lareeca,
Tony, (Glen welcome)

Public Comment - would like a van to transport tenants
to & from Wal-Mart (Kay) - no funding
for a driver - bus system is available
for 25¢ each way (Matt)

Shirley has donated water & Cookies to stay
downstairs in basement for tenants to
utilize during a tornado

A) S8 Update:

656 Vouchers = in order to save money &
time we are transitioning from paper
checks to direct deposit for landlords

exploring option of sending utility reimbursement
check to the utility company

Question: Shirley: is there a way for the
utility deposit to be lessened due to the
moments going directly to the company

B) Public Housing Update: \$45,000 cost

New lock system see handouts

Roxie will get new keys on Monday
002 Project was done last week

Elnora doesn't like that she can't get in
her back door w/ a key

Shirley wanted to know if the new locks
would cover where the old locks were

C) Capitol Funds:

Matt explained

Cable wiring is bad according to Kay -
SuddenLink told her the wiring was bad &
that the HA needed to replace it

Big thing we are working on is getting
the fire ^{alarm} panel replaced

Repair Radiator in the generator
@ Roxie is also on the agenda - it still
works but water must be added

Routine bug spray does not count for Capitol Funds - Shirley wanted to know if the apts could be sprayed once a month.

Shirley: RW shower unit this is in response to people needing a handicap shower: 1st floor only for now

Shirley: money to employee a social director
Not available

Shirley: why did residents give up laundry

Shirley: policy on setting up seminars

Shirley: Rent out old office space to generate money for STHA to sponsor events for Roxie

D Grant FSS Due April 24

Adjourned
4:45



STILLWATER HOUSING AUTHORITY

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AGENDA

Stillwater Housing Authority
Resident Advisory Board Meeting

April 12, 2012

3:30 PM

807 S. Lowry- Kay Stewart Board Room

Call Meeting to Order:

I. Roll Call:

II. General Orders:

A. Section 8 Update

New Procedure for Utility Check Payments
Direct Deposit for Landlord Payments

B. Public Housing Update

Installing New Lock System

C. Capital Funds Update

2012 Capital Fund Budget
5 Year Plan Capital Fund Budgets

D. Grant Application Update

HCV Family Self-Sufficiency Grant

III. Report from Committee Members

A. Comments

IV. Public Comment

V. Adjourn

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name/Number		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
B.	Physical Improvements Subtotal	Annual Statement	101,537	111,125	111,125	94,125
C.	Management Improvements		44,088	34,500	34,500	51,500
D.	PHA-Wide Non-dwelling Structures and Equipment		101,537	111,125	111,125	94,125
E.	Administration		14,500	14,500	14,500	14,500
F.	Other		9,588	0	0	12,000
G.	Operations		20,000	20,000	20,000	20,000
H.	Demolition		0	0	0	0
I.	Development		0	0	0	5,000
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds		145,625	145,625	145,625	145,625
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		145,625	145,625	145,625	145,625

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

[illegible]

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013			Work Statement for Year: 2 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	OK146000001 Fencing/ Roxie Patio	16	5,000	OK146000001 signage	2	1,000
Annual	" Evac Chairs Roxie Weber	3	1,000	" driveways,sidewalks, masonry	2	1,000
Statement	" Misc. Interior Modernization/Repair	5	6,000	" R&R roofs	1	1,000
	" Misc. Exterior Modernization/Repair	10	16,000	" R&R interior,exterior,garages doors	1	500
	" Replace pickup truck	1	16,393	" Office furniture	2	1,000
	" Roxie Weber plumbing cleanout	4	5,000	" Update automatic door system	1	1,000
	" Shop Maintenance tools & equipment	2	1,000	" Security:lighting,cameras,software	5	2,000
	" R&R unit flooring	5	5,000	" Coin-op washers and dryers	5	2,396
	" R&R sheetrock, carpentry, paint	1	1,000	" Stoves and refrigerators	6	5,223
	" R&R cabinets, counter tops,faucets	5	1,000	" update elevators	2	1,000
	" R&R vent hoods	2	100	" 504 compliance costs	1	1,000
	" R&R plumbing-sink, toilets,tubs,	2	1,000	" PHAS Inspection corrections	2	1,000
	" Foundation repair	1	1,000	" install attic insulation	59	9,000
	" R&R bathroom vents	1	100	"Modify Heat/AC Valves	76	5,025
	" R&R electrical-fixtures, GFI	20	500			
	" HVAC (office,shop heaters,AC,etc)	1	1,300			
	" Landscaping, tree removal	2	1,000			
	" Guttering	2	1,000			
	" Siding/Paint Exterior	1	1,000			
	" Smoke detectors, alarms,sprinklers	76	5,000			
	Subtotal of Estimated Cost		\$ next column	Subtotal of Estimated Cost		\$ 101,537

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2012	Work Statement for Year ³ _____ FFY 2014			Work Statement for Year: ³ _____ FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	OK146000001 Fencing/Privacy Screening	2	1,000	OK146000001 unit rehabs	1	10,000
Annual	" Lobby furniture office	4	4,000	" R&R Roxie shingles/decking	1	1,000
Statement	" appliances community space	3	1,000	"R&R unit/office windows	135	43,125
	" replace unit miniblinds	100	5,000	"Office and Public Restrooms hand dryers	3	1,000
	" mini blinds office and common area	20	1,000			
	" Lobby furniture common areas	5	5,000			
	" R&R doors, hardware	4	2,000			
	"R&R new door locks/new door locking	10	1,000			
	" R&R or Remove Emergency Pull Cords	76	2,000			
	" Landscaping and tree removal	10	3,000			
	" R&R electrical-fixtures, GFI, vents	5	1,000			
	" R&R sidewalks, driveways, parking lots	1	1,000			
	" replace common area tables,chairs	1	1,000			
	" replace outside furniture/ bike racks,	2	1,000			
	" R&R sheetrock, carpentry	5	5,000			
	" R&R plumbing-sinks, faucets, tubs	5	5,000			
	" R&R common area flooring-Roxie Weber	5	5,000			
	R&R bathroom vents	5	1,000			
	" foundation repair/jacking	1	1,000			
	" replace patio entry doors	16	10,000			
	Subtotal of Estimated Cost		\$ next column	Subtotal of Estimated Cost		\$ 111,125

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year: 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	OK146000001 Remodel Office space	1	5,000	OK146000001 replace fire hoses	4	1,000
Annual	" paint interior/exterior	10	10,000	" replace computer systems	10	10,000
Statement	" install movable file system	1	7,000	" Replace copy machine	1	10,000
	" shelves for records	2	1,000	" ADA modifications	2	5,005
	" update phone system	1	10,000	" Tables and chairs-community space	1	2,000
	" replace/upgrade elevator system	2	26,705	" purchase tommy lift	1	3,000
	" replace alarm panel and system	1	10,420	" R&R roofs	1	5,000
	" replace hot water heaters	3	1,000	" build garage facility	1	5,000
	" replace door locks and knobs	10	1,000	" replace unit flooring	5	5,000
	" office equipment/computer software	10	1,000	" sliding entry door replacement	14	14,000
	" computer hardware support	10	1,000	" Termite treatment	3	1,000
	" paint roxie weber common areas	1	10,000	" unit rehab/repair	2	5,120
	" upgrade common area HVAC	1	2,000	" disaster repair clean up	1	15,000
	" Emergency Generator update	1	10,000	" shop extension	1	1,000
	" Meeting room rehab	1	5,000	" cleaning exterior or building/units	5	1,000
	"Bed Bug Eradacation Costs or	5	10,000	" boiler/chiller repair	1	10,000
				" pave shop driveway		1,000
	Subtotal of Estimated Cost		\$ 111,125	Subtotal of Estimated Cost		\$ 94,125

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2012	Work Statement for Year ² _____ FFY 2013		Work Statement for Year: ³ _____ FFY 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	OK146000001 Operations	20,000	OK146000001 Operations	20,000
Annual	" Administration	14,500	" Administration	14,500
Statement	" Management Improvements (trainings)	5,000		
	" fees and costs	4,588		
	"Development -replace 613 9th house	0		
	Subtotal of Estimated Cost	\$ 44,088	Subtotal of Estimated Cost	\$ 34,500

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Stillwater Housing Authority		Grant Type and Number Capital Fund Program Grant No: OK56P14650111 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2011 FFY of Grant Approval:
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <u>March 31, 2012</u> <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) ³	31,500	21,500		
3	1408 Management Improvements	1,000	3,000	2576	2576
4	1410 Administration (may not exceed 10% of line 21)	16,596	16,596		
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	1,000	1,000		
8	1440 Site Acquisition	0			
9	1450 Site Improvement	1,000	7,000	6,940	6,940
10	1460 Dwelling Structures	113,860	111,660	73,358	58,963.12
11	1465.1 Dwelling Equipment—Nonexpendable	0	3,000	2,850	2,850
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	1,000	2200	2,179	2,179
14	1485 Demolition	0			
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	0			
17	1499 Development Activities ⁴	0			
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$165,956	165,956	87,903	73,508.12
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
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Expires 4/30/2011

Part I: Summary					
PHA Name: Stillwater Housing Authority		Grant Type and Number Capital Fund Program Grant No: OK56P14650111 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2011 FFY of Grant Approval:
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2012 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date

Part II: Supporting Pages								
PHA Name: Stillwater Housing Authority		Grant Type and Number Capital Fund Program Grant No: OK56P14650111 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2011		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Operations	1406	1	31,500	21,500			
HA Wide	Administration	1410	1	16,596	16,596			
HA Wide		1460	1	0				
HA Wide	Landscaping	1450	1	1,000	7,000	6,940	6,940	
HA Wide	Management Improvements (Annual	1408	2	1,000	3000	2,576	2576	
HA Wide	Energy Efficiency costs	1475	1	1,000				
HA Wide	A/E fees and costs	1430	1	1,000	500			
HA Wide	504 Compliance/ADA modifications	1460	1	1,000	0			
OK146000001	Foundation repair/jacking	1460	2	1,000	4,000	3800	3,150	
OK146000001	Repair/Replace Fire Alarm Panel	1460	1	60,000	35,450			
OK146000001	Replace unit flooring	1460	10	14,860	15,129	14,194.62	12849.62	
OK146000001	Replace tubs,toilets,faucets,	1460	2	1,000	5,000	4778	4777.32	
OK146000001	Replace ranges/refrigerators	1465	6	3,000	3,000	2850	2850	
OK146000001	New Door Locks/System	1460	134	25,000	45,950	45,950	32,555.36	
OK146000001	HVAC (Boiler,Chiller Repair)	1460	1	3,000	1,000			
HA Wide	Bed Bug Eradacation Costs	1460	5	5,000	0			
OK146000001	Roxie Weber Awning replacement	1460	1	0	2,581	2,580.82	2,580.82	
HA Wide	new sewer drain machine(fung2012)	1475	1	0	1,000	979	979	
HA Wide	(HVAC) new shop heater(fung.2012)	1475	1	0	1,200	1,200	1,200	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

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² To be completed for the Performance and Evaluation Report.

PHA Name:
Stillwater Housing Authority

Reasons for Revised Target Dates ¹

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Stillwater Housing Authority		Grant Type and Number Capital Fund Program Grant No: OK56P14650112 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2012 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations (may not exceed 20% of line 21) ³	29,125			
3	1408 Management Improvements	1,000			
4	1410 Administration (may not exceed 10% of line 21)	14,500			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	1,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	1,000			
10	1460 Dwelling Structures	25,500			
11	1465.1 Dwelling Equipment—Nonexpendable	3,000			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	70,500			
14	1485 Demolition	0			
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	0			
17	1499 Development Activities ⁴	0			
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	\$145,625			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

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U.S. Department of Housing and Urban Development
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Part I: Summary					
PHA Name: Stillwater Housing Authority		Grant Type and Number Capital Fund Program Grant No: OK56P14650112 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2012 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

Part II: Supporting Pages								
PHA Name: Stillwater Housing Authority		Grant Type and Number Capital Fund Program Grant No: OK56P14650112 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2012		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide	Operations	1406	1	29,125				
HA Wide	Administration	1410	1	14,500				
HA Wide	Bed Bug Heat System/ Eradication	1475	1	60,000				
HA Wide	Landscaping	1450	1	1,000				
HA Wide	Management Improvments	1408	1	1,000				
HA Wide	Energy Efficiency costs	1475	1	500				
HA Wide	A/E fees and costs	1430	1	1,000				
HA Wide	504 Compliance/ADA modifications	1460	1	500				
OK146000001	Foundation repair/jacking	1460	1	1,000				
OK146000001	Repair/Replace Fire Alarm Panel	1460	1	5,000				
OK146000001	Replace unit flooring	1460	5	10,000				
OK146000001	Replace tubs,toilets,faucets,	1460	1	1,000				
OK146000001	Replace ranges/refrigerators	1465	6	3,000				
OK146000001	office generator	1475	1	10,000				
OK146000001	HVAC (Boiler,Chiller Repair)	1460	1	2,000				
OK146000001	Roxie Weber-shower units	1460	2	6,000				

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² To be completed for the Performance and Evaluation Report.